

## Urban Challenge (BAA06-36): Instructions for TFIMS

All proposals submitted in response to BAA06-36 must be uploaded into the DARPA TFIMS. This document explains the process for uploading proposals, and consists of 3 steps:

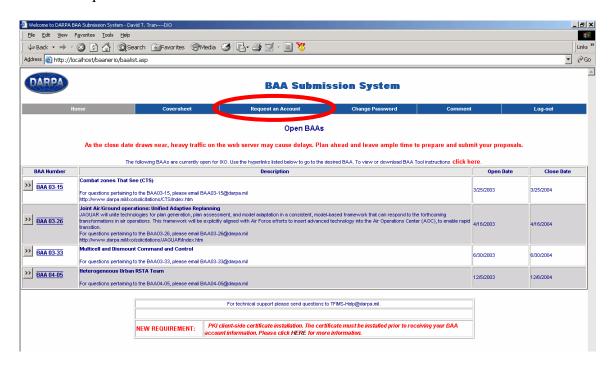
- Step 1. Register for BAA Tool
- Step 2. Change Password
- Step 3. Log-in and Upload Proposal & Attachments

The proposal files and acceptable formats to be loaded are:

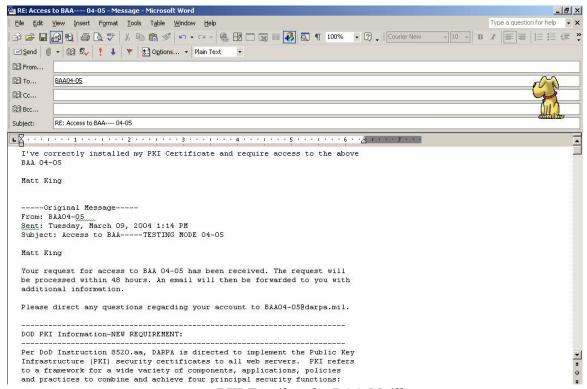
| Drop-Down Menu Item Options                       | Acceptable<br>Format |
|---|----------------------|
| Proposal Body                                     | .doc, txt            |
| Attachment A: Proposed Agreement (optional)       | .doc                 |
| Attachment B: 845 Compliance (optional)           | .doc, txt            |
| Attachment C: Organizational Conflict of Interest | .doc, txt            |
| Attachment E: Intellectual Property Claims        | .doc, txt            |
| Video (optional)                                  | .wmv                 |

## **Step 1. Register for BAA Tool**

- 1. Go to http://www.tfims.darpa.mil/baa.
- 2. Select "Request an Account" from menu bar.



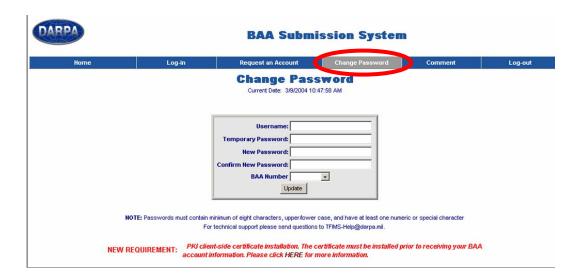
- 3. Complete all fields on the form provided and submit the form.
- 4. A screen will appear stating that you successfully submitted the information to create an account.
- 5. You will receive an email from the baa06-36@darpa.mil which acknowledges your request for an account and provides information on Public Key Infrastructure (PKI) client-side installation. You must confirm PKI installation via email to the BAA mailbox prior to the receipt of your temporary password.
- 6. The password received will only be used for allowing you access to change your password. It will not allow you access to the application. You will have 72 hours from the time you receive your temporary password to change the password. If this is not completed within the allocated time frame, your account will be de-activated.



PKI Email to the BAA Mailbox

## Step 2. Change Password

- 1. Go to <a href="http://www.tfims.darpa.mil/baa">http://www.tfims.darpa.mil/baa</a>.
- 2. Select "Change Password" from the menu bar.
- 3. Enter your username and temporary password.
- 4. Select a new password and enter it twice. Passwords must contain a minimum of eight characters, upper and lower case; have at least one numeric or special character, e.g., Viard&i4.
- 5. Select "BAA06-36".
- 6. Select "Update" to change password.

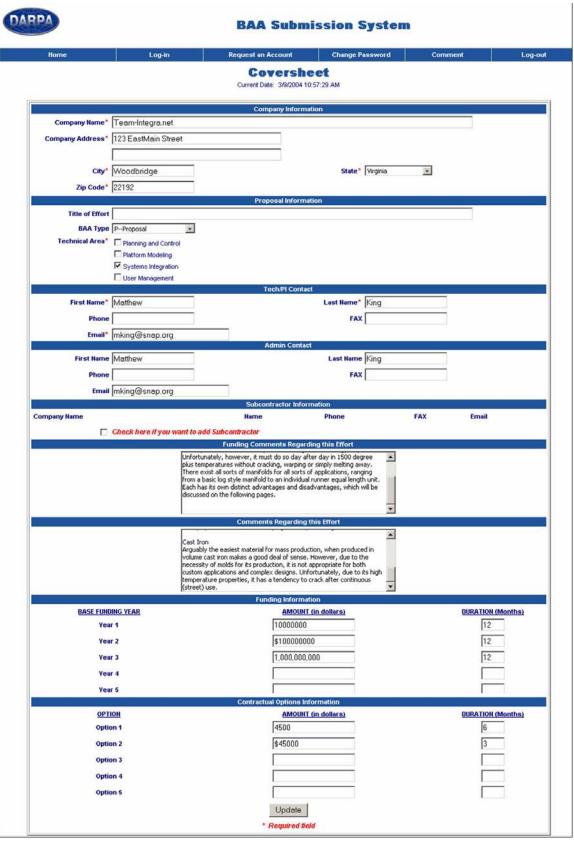


## Step 3. Log-in and Upload Proposal & Attachments

- 1. Go to http://www.tfims.darpa.mil/baa.
- 2. Select "Log-in" from the top navigation.



- 3. Enter your username/password and select "BAA06-36".
- 4. Review and edit proposal registration coversheet data. Items marked with a red asterisk are required fields.
- 5. For this BAA06-36, the cost section of the coversheet can be left blank.
- 6. When all required fields are complete, select the "Update" button.
- 7. A printable coversheet summary of proposal registration data will be displayed for you to print for your records.

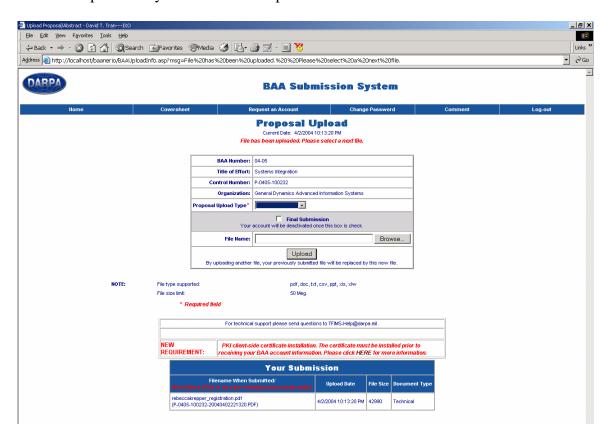


A completed coversheet

- 8. Select "Proceed to Abstract/Proposal Upload".
- 9. From the drop-down box, you will see the following options for the proposal and attachment sections.

| Drop-Down Menu Item Options                       | Acceptable<br>Format |
|---|----------------------|
| Proposal Body                                     | .doc, txt            |
| Attachment A: Proposed Agreement (optional)       | .doc                 |
| Attachment B: 845 Compliance (optional)           | .doc, txt            |
| Attachment C: Organizational Conflict of Interest | .doc, txt            |
| Attachment E: Intellectual Property Claims        | .doc, txt            |
| Video (optional)                                  | .wmv                 |

10. Select "Proposal Body" document for upload.



- 11. Use the "Browse" feature to find the appropriate files for upload.
- 12. Select "Upload" to load the file.
- 13. From the drop-down, select the next applicable attachment for upload and repeat the "Browse" and "Upload" process". For those items that are Optional (Attachments A & B and the Video), no files are required to be uploaded. You will not be able to repeat the upload of any section once you have already loaded it.
- 14. You will be shown a printout of the files you uploaded to the system after your upload is finished. Please be patient with the system, large files may have a slower load time.



- 15. Once the final document is uploaded, your account will be de-activated.
- 16. Log out of the tool using the "Log Out" navigation button on the menu bar.

The application will **NOT** accept files with a .ZIP or .EXE extension. The maximum file size for uploads is 100 Megabytes per file.

If you require technical assistance, please contact the TFIMS Help Desk at <u>TFIMS-Help@DARPA.mil</u>.